

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Mailroom/Copy Center Technician - Office of Legislative Management**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Hartford

**Hours:** Full-Time

**Salary:** Starting salary \$33,718

**Closing Date:** May 14, 2014

**General Knowledge:**

The State Legislature is seeking to fill a nonpartisan Office Technician position in the Office of Legislative Management. The selected individual will perform a wide range of duties including: processing all incoming and outgoing mail, assisting with deliveries, dealing with legislators, staff and the public, maintaining supply inventory, and printing, copying and/or binding various documents. Some heavy lifting may be required in the job. This position also assists higher level staff as needed.

**Minimum Requirements:**

One year experience or an equivalent combination of education and experience in mail handling and/or copying/printing, along with strong customer service skills.

**Application Instructions:**

Please send resume and cover letter to: Office Technician Search Committee, Joint Committee on Legislative Management, Room 5100, Legislative Office Building, Hartford, CT 06106 to be received no later than May 14, 2014, or reply online at [CGAEmployment@cga.ct.gov](mailto:CGAEmployment@cga.ct.gov). We are an Equal Opportunity Employer.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.